



**JONATHAN E. FIELDING, M.D., M.P.H.**  
*Director and Health Officer*

**CYNTHIA A. HARDING, M.P.H.**  
*Chief Deputy Director*

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 240-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

**BOARD OF SUPERVISORS**

**Gloria Molina**  
First District

**Mark Ridley-Thomas**  
Second District


**Zev Yaroslavsky**  
Third District

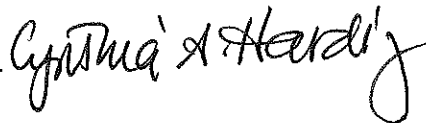
**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

May 6, 2013

TO: Each Supervisor

FROM:  Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer



**SUBJECT: NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE A  
SOLE SOURCE AGREEMENT WITH COMMUNITY PARTNERS EFFECTIVE  
UPON EXECUTION THROUGH AUGUST 9, 2013 FOR EMERGENCY  
PREPAREDNESS AND RESPONSE**

This is to notify you that I am exercising the delegated authority approved by your Board on July 26, 2011, to select providers, negotiate, and execute new service agreements related to public health emergency preparedness and response, with contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by the Centers for Disease Control and Prevention (CDC), subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

Under this authority, I will execute a sole source agreement with Community Partners, the fiscal sponsor of Emergency Network of Los Angeles (ENLA), in the amount of \$469,000, effective upon execution by the parties through August 9, 2013, 100 percent offset by CDC Notice of Award Number 2U90TP917012-11 Revised (Amendment 14).

ENLA has been an integral partner to the Los Angeles County Community Disaster Resilience (LACCDR) project during the last two years. ENLA requires a fiscal sponsor to assist in their financial and administrative functions. Their previous fiscal sponsor, the American Red Cross, is no longer able to perform this function. As a result, ENLA's Board of Directors has identified Community Partners as ENLA's fiscal sponsor.

Under this agreement, ENLA will provide technical support, training, field management, and funding (\$15,000 per coalition) to a network of 16 community coalitions charged with improving preparedness in their neighborhoods. Under this agreement, Community Partners will provide financial and administrative services to ENLA, including accounting services, finance and cash management, human resources, and payroll services. Additionally, Community Partners will provide technical assistance to ENLA to: realign ENLA's mission, goals, and objectives; establish organizational developmental goals for ENLA; and strengthen ENLA's capacity for membership.

The LACCDR is a multi-year countywide pilot project to improve disaster preparedness and is a required component of the CDC Public Health Emergency Preparedness Grant, specifically in mandated Capability 1, Community Preparedness. The LACCDR is working with 16 501 (c) (3) non-profit community coalitions throughout Los Angeles County, two in each Service Planning Area, who have agreed to be a part of the project and provide in-kind time and resources as well as explore and consider sets of tools and activities designed to improve knowledge and skills to help Los Angeles County residents to prepare to withstand and recover from disasters.

Under the LACCDR, each community coalition will receive \$15,000 per year for their involvement in the project. The agreements with these coalitions are grant mandated and will provide limited expenditure reimbursement to host community meetings and evaluation of the LACCDR project. As mentioned previously, ENLA will provide technical support to the 16 community coalitions through subject matter expertise and consultations in community preparedness and resilience planning, training, and exercising. This collaborative project will result in strategies to improve and amplify the overall disaster resilience of communities including community preparedness and recovery as outlined in the CDC's 2011 Public Health Preparedness Capabilities.

ENLA is a countywide network of public and community-based organizations that provide assistance to individuals, families, and organizations following emergencies and disasters. The mission of this network is to enhance the capacity of community and faith-based organizations, governmental agencies, and the private sector for preparedness, response to, and recovery from disasters in the county. ENLA is the County's designated Voluntary Organization Active in Disasters (VOAD), and is recognized by both Southern California and national VOADs. Additionally, ENLA holds a seat on the Emergency Management Council and is recognized by the County Operational Area and the City of Los Angeles as the networking agency for community-based organizations.

Community Partners has experience in emergency preparedness and community resilience-related project planning, and network management. Additionally, Community Partners has significant experience providing fiscal sponsorship services to a wide range of community-based organizations throughout Los Angeles County.

As required under Board Policy 5.100, your Board was notified on February 14, 2013 of DPH's intent to enter into this sole source agreement in excess of \$250,000 and to proceed with negotiations effective February 28, 2013.

County Counsel has reviewed and approved the agreement as to use and this delegated authority action.

The attached sole source checklist (Attachment A) has been approved and signed by the CEO.

If you have any questions or require additional information, please let me know.

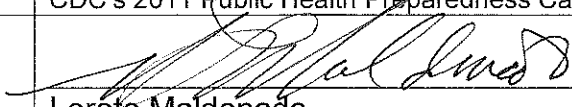
JEF:os #2596

Attachment

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

## SOLE SOURCE CHECKLIST

### Community Partners

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES
	<i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	<p>Other reason: Through Community Partners, the Emergency Network of Los Angeles (ENLA), the official County Voluntary Organization Active in Disasters (VOAD), a member of Los Angeles County (LAC) Emergency Management Council, and a continuing community partner in the LAC Community Disaster Resilience (LACCDR) project will provide technical support, training and field management to a network of 16 community coalitions charged with improving preparedness in their neighborhoods. ENLA has significant staff capacity to provide this program assistance however ENLA has always required a fiscal partner to assist in the financial and accounting functions. In the previous contractual arrangement with DPH that partner was American Red Cross which is no longer able to perform this function. As a result, ENLA's Board of Directors has identified Community Partners as ENLA's fiscal sponsor to fill the vacated role that American Red Cross had played since the organizations' inception. Community Partners will provide fiscal oversight and assist ENLA based on DPH guidelines with meeting the goals and performance objectives set forth for Year Three of the LACCDR project to: 1) provide training and support to the sixteen community coalitions ; 2) provide ongoing development, implementation and evaluation of the resilience training curriculum and toolkit; 3) identify successful strategies that emerge from the community coalitions input; and 4) build capacities to extend coalition partnership with community and faith based organizations to strengthen community emergency preparedness, response, resilience through a large community meeting and other engagement processes. This collaborative project will result in strategies to improve and amplify the overall disaster resilience of communities including community preparedness and recovery as outlined in the CDC's 2011 Public Health Preparedness Capabilities.</p>
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   Loreto Maldonado  Manager, CEO </div> <div style="text-align: center;"> 4/23/13  Date </div> </div>